

OGC 75-4758

18 December 1975

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| DD/A Registry |
| 75-6101 |

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT: Request for Urgently Needed Office Space

1. I am forwarding a memorandum for the AO/DCI from our Executive Officer, dated 18 November 1975, requesting additional space for OGC. Although the memorandum reflected our anticipated needs at the time it was written, there have been other developments which make our need for additional space even more critical. Three lawyers in addition to those listed in the attached memorandum, namely [REDACTED] will be with us permanently by 1 January 1976, and one more, Mrs. [REDACTED] by about 15 February. These were not listed in our memorandum to the AO/DCI. We have been successful in recruiting secretaries, and three new ones will be with us by the end of the year. We can double up to a certain extent for awhile, but this should not continue for more than a couple of weeks.

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2. We plan to continue our recruiting during January 1976. Our table of organization will permit us to recruit four additional attorneys, four more secretaries, one administrative assistant, and one information control clerk. Our goal is to complete our T/O by 1 April 1976.

3. In addition, we urgently need to use our vault (a room in area 7C25) as a vault inasmuch as we are initiating a program of converting paper holdings to microfiche. The vault now serves as office space for two attorneys, a most undesirable and unsuitable situation. Finally, one of the computer terminals, mentioned in paragraph 3 of the attached memorandum, is now scheduled to be in place by 15 January, and space is needed for this and for two microfiche reader-printers which we plan to install in the first quarter of 1976.

4. All of the above demonstrates that we will be in a critical situation space-wise by 1 January 1976 and in even worse shape by the end of January. We urgently need help long before 1 March 1976 as we

originally requested in the attached memorandum. A partial solution could be provided if the space now occupied by [REDACTED] Executive Director, IR&D Council (7C28) would be turned over to OGC to permit joining two of the three areas we now occupy in 7C corridor (7C24, 7C32 and 7C40) temporarily.

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[REDACTED]

JOHN S. WARNER
General Counsel

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Attachment

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| TO | NAME AND ADDRESS | DATE | INITIALS |
| 1 | DD/A - BX-4 | 23 DEC 1975 | JD |
| 2 | C/USD | | |
| 3 | #1 to #2° | | |
| 4 | I have no position on this request at the moment. Let me know what the possibilities are. Appreciate reply by 30 December 1975. | | |
| 5 | | | |
| 6 | /s/ Jack B. | | |
| ACTION | DIRECT REPLY | PREPARE REPLY | |
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| <p><i>I have no position on this request at the moment. Let me know what the possibilities are. Appreciate reply by 30 Dec</i></p> | | | |
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